

NE 02789	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Reestablishment  <input type="checkbox"/> Other            Explanation (Show why positions replaced):            replaces NL02163001         </div> <div>           Fair Labor Standards Act  <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt            Position Status  <input checked="" type="checkbox"/> Competitive  <input type="checkbox"/> Excepted (Specify)         </div> <div>           Employment Financial Stmt Required  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            Position is  <input checked="" type="checkbox"/> Supervisory  <input type="checkbox"/> Managerial  <input type="checkbox"/> Neither         </div> <div>           Sensitivity  <input type="checkbox"/> Critical  <input checked="" type="checkbox"/> Noncritical  <input type="checkbox"/> Nonsensitive         </div> <div>           Subject to IA Action  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            Competitive Level Code            14-07            Agency Use            CFI: JA SPC: 1         </div> </div>	
15. Classified/Graded by:	Official Title of Position Pay Plan Occupational Code Grade Initials Date GM 340 14 JLB 25 Sep 85 Recommended by Supervisor or Initiating Office: Program Manager GM 340 14
16. Department, Agency, or Establishment	
Department of the Army	
a. First Subdivision: UPM TRADE	
b. Second Subdivision: (TAC)	
PM Air Combat Training Systems (ACTS)	
17. Name of Employee (in vacancy, specify)	
Project Manager for Combined Arms TAC (X)	
PM for Air and Cmd Trainings Systems (XE)	
Signature of Employee (optional)	
Supervisory Certification: I certify that this is an accurate statement of the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions which I am responsible. This verification is made with the knowledge and responsibility of my position.	
a. Typed Name and Title of Immediate Supervisor MICHAEL F. MCGAUGH, LTC AV, PM AND Signature: Michael F. McGaugh Date: 19 Aug 85	
b. Typed Name and Title of Higher Level Supervisor or Manager (optional) WILLIAM MARROLETTI, Deputy Project Manager Signature: W. Marroletti Date: 18/9/85	
21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U. S. Code in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action J. L. BIGHAM Director, CCPO Signature: J. L. Bigham Date: 25 Sep 85	
22. Standards Used in Classifying/Grading Position OPM PCS for Program Management Series, GS-340, Oct 65, and OPM PCS for SGE, Jan 76. Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position must be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.	
23. Position R: a. Employ (optional) b. Supervise c. Classify	
The Army Acquisition Executive (AAE), has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.	
24. Remarks NO KNOWN PROMOTION POTENTIAL. BUS: 8888 MPU: OX2011 SKILL: ZAF	
* Description of Major Duties and Responsibilities (see attached) 5008-105	

POSITION DESCRIPTION FOR DEPUTY PRODUCT MANAGER OF  
AVIATION TRAINING DEVICES

INTRODUCTION:

A. MISSION

Responsible to the Project Manager for planning, coordinating, and controlling the development and acquisition of Aviation Training Devices, in accordance with the Product Manager's Charter.

B. MAJOR FUNCTIONS

Plans, initiates, and directs the development and acquisition of the Synthetic Flight Training Systems (SFTS) and all assigned aviation training devices. Assures development and acquisition of training devices for assigned projects on schedule and at the lowest practicable cost in accordance with thresholds and requirements documents. Monitors viability of technical base for aviation training devices and makes appropriate recommendations for redirection of research and development effort. Implements established policies to assure that all appropriate technical and management disciplines are considered and applied to each program within the context of the PM TRADE Concept of Management. Provides planning and control over all project aspects to include cost and schedule. Assures that Concept Formulation Package (CFP) is prepared. Assures that all major decisions are supported by a Decision Risk Analysis (DRA) or other appropriate tool. Performs continuing analysis of system development objectives and takes or directs necessary action to comply with objectives within cost and schedule. Reviews contractor specifications and performance continually to assure compliance with objectives. Plans for and assists in the conduct of required in-process reviews and higher headquarters Review and Command Assessment of Projects (RECAP) for each assigned project. Advises the PM of changing funding requirements for assigned projects. Issues task assignments in accordance with approved Program Management Documentation to functional divisions and other supporting agencies to form a balanced technical/management team for each assigned project. The technical management team is responsible to the APM, PM/DPM AVD and PM/DPT TRADE for the following:

- a. Preparation and maintenance of the Acquisition Plan for all assigned projects.
- b. Assures the preparation and conduct of a Test and Evaluation Master Plan (TEMP) to provide data required to support the materiel acquisition decision process.
- c. Assures coordination with TRADOC and the timely preparation of the Basis of Issue Plan (BOIP), Quantitative and Qualitative Personnel Requirements Information (QQPRI), Cost and Training Effectiveness Analyses (CTEA) and other required user inputs at the appropriate times in the development cycle.
- d. Assures adequacy of the Technical Data Package (TDP) for each assigned project.

e. Assures the preparation and implementation of Transition Plans for assigned projects.

f. Other assignments as tasked.

#### SUPERVISORY CONTROLS

Works in concert with and is administratively supervised by the Product Manager (Military) of Aviation Training Devices (AVD). Operates under broad programs, policies and procedures prescribed by Charter for PM AVD. Acts on matters concerning revision or deviation from policy and procedures of a major nature, long-term planning and/or Department and agency-wide coordination on major issues/problems. Incumbent is delegated the full line authority for the centralized management of AVD projects. Major policy decisions are considered to be technically authoritative and are normally accepted without change. Specific decisions concerning training devices made are final decisions and bind the PM and the Army.

#### MAJOR DUTIES

1. Serves as the Deputy Product Manager (DPM) for the Office of the Product Manager (PM), Aviation Training Devices. Shares with the PM the responsibility for planning, directing, coordinating and managing a comprehensive program for the development, procurement, production, fielding and all integrated logistics support for aviation training devices. Establishes procedures, objectives and organization structures to implement assigned projects/systems. Ensures interface and coordination of all actions involving DOD, DA, AMC and other organizational elements. Maintains continuous cognizance of all aspects of the assigned projects.

2. Determines and directs necessary actions, including activities of engineers, technical specialists, logistics managers, contractor staff and supporting DOD agencies personnel.

3. Ensures that supporting activities take timely and appropriate action. In the absence of the PM, serves as PM TRADE representative on assigned projects. Supervises a staff of 8 military and civilian specialists. Directs activities approximately 50 additional civilian specialists using the matrix concept. Incumbent requires management and executive knowledge in the following areas: research and development, procurement, production, logistics management, reliability and maintainability, configuration management and financial management. Additionally, incumbent requires the ability and knowledge to manage the interdisciplinary actions necessary to integrate complex training devices. These capabilities and experiences serve as a basis for recommendations and decisions at senior management levels.

As the Deputy PM, the incumbent is the principal advisor to the PM AVD in all assigned projects/functions; shares responsibility for and participates in all technical and administrative functions by planning, organizing, directing, coordinating and controlling all activities within the Division. The incumbent is recognized by all level as as having interchangeable status with the PM in all Division matters, including but not limited to, exercising direction over all Division personnel and making major decisions/commitments.

4. Closely assists with the PM Aviation Training Devices in planning, directing and controlling a comprehensive program of development, procurement, production, supply and maintenance to provide a balanced, expedited, economical and effective system for accomplishment of the assigned project(s)/system(s). Analyzes the impact that any contemplated budget revision, program adjustment, legislative change, economic trend, directive or order of higher echelon may have upon the project and takes positive action to minimize adverse effects.

Advises on formulation of broad policies and doctrines, and plans for accomplishment of the assigned projects. Informs key personnel of overall plans, policies and objectives. Ensures that new programs are planned and integrated with current operations.

5. Maintains an up-to-date awareness cognizance of all aspects of the assigned projects. Reviews and evaluates data relating to short and long-range technical management, financial objectives and requirements to keep abreast of program progress and anticipated problems. Identifies problem areas and determines and directs action necessary to accomplish the project plan. Advises supervisor of program progress and of all instances where DOD, DA or AMC action is necessary to resolve a problem or correct deficient performance. Maintains liaison with appropriate representatives of Joint Staff agencies, Army Staff agencies, major Army Commands, AMC major subordinate commands, field installations, other services, industry and allied nations, to assure up-to-date knowledge of the technological state-of-the-art and the awareness of all planning actions, to preclude potential slippage and to maintain projects within cost. Evaluates pertinent data from such points of contact to provide ready, accurate and complete response to policy and program status inquiries from the Offices of Secretary of Defense, Chief of Staff and Secretary of the Army, and CG, AMC.

6. Attends high level conferences and meetings with representatives of DOD, DA, AMC and other commands and agencies, private industry and foreign countries on matters pertaining to all aspects of assigned programs. Serves on various top-level advisory boards and committees relative to the general management and technical aspects of the project, recommending and/or acting on proposals involving top-level policy and having significant impact on national defense programs and government policy.

Maintains continuing surveillance of trends in any general management area/or mission operation. Determines the need for studies involving new concepts or status of existing programs and presence of overlapping and/or non-essential activities. Directs corrective action as appropriate.

7. Provides input and supervising to subordinates in the creation and maintenance of planning and programming actions for development plans, product improvement, acquisition, maintenance and replacement or relocation projections, to provide a balanced, economical and effective aviation training device program. Provides management assistance in monitoring, identifying, and resolving potential or existing DA/AMC aviation training device issues. Maintains communications and interface with senior headquarters, other PM's, the user community (TRADOC), DOD/DA and industry representatives in effectively and efficiently managing future requirements.

9. Provides leadership, direction and monitoring of specific system development and acquisition plans for inclusion of AMC/DA/DOD guidance for interoperability and standardization of both system components and specific training devices. Ensures that interoperability and standardization requirements are adequately managed and that planning is conducted for the existing and future training devices with weapon systems PM's and with US NATO and other allies.

10. Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed. Specifically manages the organization's development, implementation, execution and review procedures for effectively and efficiently allocating, expending and controlling all programmed resources for programs and operations.

11. Is responsible for all PM activities involving the development of systems, program acquisition plans and logistics support plans and their adherence to higher level guidance for spare parts acquisition. Manages the issuing of policies, procedures and internal PM guidelines, and personally monitors the development of both system acquisition and logistic support plans as they relate to increased spare parts competition, parts pricing, breakout and value engineering.

12. Provides leadership for progressive personnel management for the PM organization. Manages and controls personnel and administrative actions to support all PM elements. Actively supports equal employment opportunity and affirmative action objectives. Prepares employee performance appraisals and works with personnel management representatives employee development, career management, position management, utilization of workforce, and related personnel matters.

13. With respect to position management and position classification, incumbent's responsibilities include assuring that the organization supervised conforms to the best principles of effective position management; taking timely corrective action when the results of position management reviews or position classification surveys, audits or reviews show a need to improve organizational structure, work assignment practices, or employee staffing; assuring that the position descriptions of all employees within the organization supervised accurately describe currently assigned duties and responsibilities; and submitting position classification documentation within the time frames required by regulation.

14. World-wide travel is required. Contact will range from military personnel to officials of foreign governments.

Performs other duties as assigned.